

Review and tailor the contents of this generic risk assessment to meet your school's individual circumstances, actions determined as required but not yet in place should be moved from the 'What are you already doing?' column to the "What further action is necessary?" column. Record any other **significant** findings and actions required to reduce risk further where existing controls are insufficient, assigning these actions to an appropriate manager or member of staff.



RISK ASSESSMENT FOR: School activities following DfE advice received 24.2.22		
Establishment: Commonswood Primary & Nursery School	Assessment by: Mrs Seymour	Date: 1 st September 2021 reviewed 4.11.21 26.11.21 Reviewed 5.1.22, 24.2.22
Risk assessment number/ref: 15	Manager Approval: Mrs Seymour	Date: 24.2.22

Revised to reflect Schools Operational Guidance [Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/actions-for-schools-during-the-coronavirus-outbreak)

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Individual risk factors meaning staff / pupils more vulnerable to COVID-19 Clinically extremely vulnerable (CEV) pupils and staff Shielding for CEV individuals paused on 1st April 2021.	Staff, Students / pupils / wider contacts Spread of COVID 19	Pupils Those CEV pupils unable to attend school because they are under specialist care and following specific clinical advice (eg. a letter from their consultant/GP stating they should refrain from attending school) will be provided with remote education. Existing individual health care plans in place for pupils/students to be reviewed. Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms. Staff Individuals classed as clinically extremely vulnerable to have a risk assessment undertaken on their role. School to discuss arrangements / concerns with individuals and provide assurance of controls in place (i.e. hand washing, enhanced cleaning, ventilation, managing confirmed / suspected cases, LFD testing) and through the risk assessment process determine if any additional measures are required. This should consider if these staff are able to work from home or in areas / roles where limiting close contact is easier.	Shared with relevant staff From 1 st April CEV staff were able to return to the workplace. Individual risk assessments for CEV staff to be reviewed if they cannot work from home.	SENCO Admin manager	2.9.21 1.9.21	

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		<p>See https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Protect vulnerable workers - Working safely during the coronavirus (COVID-19) pandemic (hse.gov.uk)</p> <p>Nationally every adult has been offered a first vaccine and the opportunity for two doses by mid-September.</p> <p>Asymptomatic testing (LFD testing) There is no requirement for staff to take LFT from 24.2.22 Staff are encouraged to order their own test kits in the event of symptoms and take a test before attending work 3 main symptoms: New continuous cough High temperature Loss or change in taste and smell</p>	<p>In the event of an individual following specific clinical advice (e.g. a letter from their consultant/GP stating they should refrain from attending the workplace) it is strongly recommended that Schools contact their HR Advisor.</p> <p>COVID-19 booster vaccines to the most vulnerable, starting from September 2021</p> <p>Encourage vaccine take up (both doses) and booster</p>			
<p>Pupil displaying covid symptoms</p> <p>Spread of COVID 19</p>	<p>Pupils Staff</p>	<p>Individual goes home immediately (if awaiting collection by their parent, isolate child, where possible in the fresh air or an area away from others (2M), open a window for ventilation)</p> <p>Testing Staff / pupils who develop symptoms should be PCR tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the COVID-19: getting tested guidance.</p>	<p>Parents are reminded not to send children into school if they are showing any covid symptoms</p> <p>Admin notify parent immediately</p>	24.2.22		

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<p>School occupants coming into contact with those with Coronavirus symptoms</p> <p>Spread of COVID 19</p>	<p>Staff, Students / pupils / wider contacts</p>	<p>There is no longer an obligation for staff to self-isolate having been in close contact with someone with Covid 19 symptoms</p> <p>In the event of a suspected case whilst working on site notify Headteacher/Deputy headteacher</p>	<p>Notify HT /DHT immediately</p>			

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<p>School occupants coming into contact with those with Coronavirus symptoms</p> <p>Spread of COVID 19</p>	<p>Staff, Students / pupils / wider contacts</p>	<p>School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask, type IIR) if close contact is necessary. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask (type IIR), disposable apron and gloves.</p> <p>Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately.</p> <p>Anyone who has had contact with those with symptoms to wash hands thoroughly.</p> <p>All areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected (see PHE cleaning advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings.)</p> <p>Positive case in school setting- It is the parental duty of parents to keep children home. In the event of symptoms – we can refuse entry. Those affected should self-isolate and do not return to school until 2 negative results days 5 & 6</p> <p>Asymptomatic testing (LFD testing) No longer required in mainstream schools</p>	<p>PPE available in all rooms</p> <p>Child waiting to be collected outside where possible (Nursery door) If needing to be inside – 2m distance – supervising staff member in PPE</p> <p>Staff and pupils who are tested for Covid-19 to inform the school of result and date of test.</p>	<p>Admin stock check</p>	<p>5.1.22</p>	

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<p>General Transmission of COVID-19</p> <p>Ineffective hygiene protocols</p> <p>Spread of COVID 19</p>	Staff, Students / pupils	<p>Hand Hygiene Welfare facilities are provided which contain suitable levels of soap and paper towels. All persons to wash hands with soap and water regularly and thoroughly, for at least 20 seconds. Hand washing technique to be adopted as directed by NHS guidance posters in place to reinforce this.</p> <p>Alcohol hand sanitiser used in addition where required. Review existing levels / location of hand sanitiser stations. Provided at reception / entrance/exit points; student entrance /reception. Additional hand sanitiser in circulation spaces / classrooms where required.</p> <p>Build use into routines staff and pupil routines e.g. on arrival, when returning from breaks, when changing rooms, before / after eating.</p> <p>Site staff to regularly clean the hand washing facilities and check consumables. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>Catch it, kill it, bin it message reinforced. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. (lidded bins in classrooms / other locations for disposal of tissues and other waste)</p>	All staff reiterate hygiene with classes to re-establish routines	<p>Classroom staff to monitor children</p> <p>Site staff to monitor supplies</p>		
<p>General Transmission of COVID-19</p> <p>Ineffective cleaning</p> <p>High Contact points</p> <p>Spread of COVID 19</p>	Staff, Students / pupils / wider contacts	<p>Regular cleaning implemented.</p> <p>Ensure that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, table / desktops, bannisters, telephones, keyboards etc. are cleaned and disinfected regularly.</p> <p>Cleaning materials (e.g. disinfectant spray / wipes) available to staff. Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>In the event of a suspected case / confirmed positive case on site For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available</p>	Continue to use anti-bacteria wipes in shared spaces – dining room, PCs /pads etc	<p>Site staff</p> <p>Site staff</p>		

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		<p>chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice COVID-19: cleaning of non-healthcare settings guidance if an alternative non-chlorine based disinfectant is used ensure that it is effective against enveloped viruses i.e. a product to BS EN14476.</p> <p>When cleaning a contaminated area: Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wear a fluid resistant surgical mask (Type IIR) if splashing likely • Hands should be washed with soap and water for 20 seconds after all PPE has been removed. <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p>				
Poorly ventilated spaces	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Occupied rooms to be kept as well ventilated as possible (by opening external windows / doors)</p> <p>In cooler weather open windows just enough to provide constant background ventilation, open windows more fully between classes, during breaks etc. to purge the air in the space. Use heating / additional layers of clothing to maintain comfortable temperatures.</p> <p>Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)</p>	<p>Identify any poorly ventilated areas and take steps to improve. A CO₂ monitor can help identify if the space is poorly ventilated (CO₂ levels of between 800-1000ppm are indicative of a well-ventilated room.)</p> <p>Use high level windows where available to minimise drafts.</p> <p>Where lower level windows are being opened out onto play areas then ensure these don't create a risk of pupils running into the edge of an open window.</p>	All teaching spaces – All staff to ensure	Ongoing	

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<p>General Transmission of COVID-19</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>In line with parental preference school to continue to do drop off at gates from 8.35 to 8.45am.</p> <p>Collection on playgrounds – reduced lunchtime (5 mins) for EY KS1 to enable 3.05pm pick before juniors at 3.10pm</p> <p><u>Meetings</u> Hybrid approach to meetings / parents evenings etc. with use of virtual platforms where appropriate</p> <p><u>Face coverings</u></p> <p>Staff who request to wear face coverings in communal areas must have the agreement of the headteacher.</p>	<p>School outbreak management plan to include possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups</p> <p>Parents will receive information from the LA regarding this.</p> <p>Face coverings are not permitted in the classroom when working with children.</p>	<p>PTL</p> <p>Admin</p> <p>PTL/Teachers</p>		

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				All staff		
<p>General Transmission of COVID-19 wider use of school by 3rd parties / beyond school day</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Hiring and lettings risk assessments on use required from provider No set restrictions on indoor / outdoor capacity limits beyond what the school chooses to impose.</p> <p>Supplementary conditions of hire in place for COVID see https://thegrid.org.uk/health-and-safety-offsite-visits-premises/health-and-safety/premises-and-site-related</p> <p>Room layouts and areas able to be accessed agreed with hirer. Time of hire avoids any unnecessary mixing with members of the school community. Welfare facilities and adequate supplies of soap/water, paper towels, hand sanitiser etc. are provided. Consider how well ventilated the hired space is and if this can be improved, for example by opening windows / doors where appropriate. Provide additional signage, if required, for hired spaces to remind users on hand washing etc.</p>	<p>Hirings / lettings to be reviewed in line with national advice and relaxation of restrictions.</p> <p>See also Sport England FAQs on return of sport</p> <p>External Club providers to share their risk assessments before clubs commence and wear masks in communal</p>	PE lead		

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		<p>All areas used, particularly touch surfaces are cleaned before / after use / before occupation by school.</p> <p>Record should be kept of all visitors / lead booker (maintained for 21 days) to aid track and trace. Or NHS QR code poster and check in function could be used for members of the public when premises are let to external providers. (this is not a legal requirement)</p> <p>Schools are not expected to create NHS QR code posters for their normal day to day operations.</p> <p>In the event of a subsequent positive case returned by a hirer / member of a 3rd party group ensure there is a process in place to notify the school.</p> <p><u>Breakfast and afterschool clubs</u> – risk assessments on delivery required from providers</p>	<p>areas when outbreaks plan is operational – children in restricted bubbles will not attend</p> <p>School risk assessment in place – no outside provider used</p>	<p>Admin</p> <p>Headteacher</p>		
Spread of COVID 19	Staff, Students / pupils / wider contacts	<p><u>Visitors</u></p> <p>Ensure all visitors / building users are aware of school's expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.</p> <p>Volunteers, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk.</p>		Admin		
Curriculum activities		<p><u>PE / school sport</u></p> <p>No restrictions on how many people can take part in sport indoors / outdoors. No set restrictions on activities – continue to follow relevant National Governing Bodies guidance.</p> <p>Indoor and outdoor fixtures against other schools are permissible</p> <p><u>Music Singing and wind / brass instruments</u></p> <p>No limits on the number of people who can sing indoors or outdoors. However there is Increased risk of aerosol transmission with volume and larger numbers of individuals within a confined space.</p> <p>Where using indoor spaces ensure good ventilation through the use of mechanical systems and/or opening windows and doors. Use larger rooms with high ceilings (school Hall) for larger groups.</p>	<p>Key stage (not whole school) assemblies to be held until further notice</p> <p>Instruments sanitized /isolated between use Rooms ventilated</p>	<p>PE lead/coach</p> <p>Music teacher</p>		

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		<p>Offsite visits Offsite visits (day visits) are able to be run Domestic residential visits able to take place</p>				
Canteen use / lunchtimes Spread of COVID 19	Staff, Students / pupils / wider contacts	Reinforce handwashing prior to eating food. Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.		All staff		
Minibus/coach use	Staff, Students / pupils / wider contacts Spread of COVID 19	Vehicle contact points (handles, keys, display and controls etc.) to be cleaned regularly (sanitiser / disinfectant wipes to be available on the vehicle). Use hand sanitizer on entering / leaving vehicle. Switch ventilation systems on and set to draw fresh air in, not recirculate air to improve ventilation. Windows to be open for ventilation (open partially if cold).	Risk assess for any trips	Class teachers Senior leads		
School Swimming pools	Staff, Students / pupils / wider contacts Spread of COVID 19	Review swimming pool risk assessment and operating procedures. The Government has removed the capacity limits, bather load can return to pre Covid capacity levels. Follow PWTAG and Swim England advice on reopening school pools. Hiring and lettings risk assessments on delivery, bather numbers and social distancing required from hirers. Ensure these are robust and follow national advice from Swim England. School to provide their operating procedures to hirers (NOP/EAP). Areas used to be cleaned after use / before occupation by school.	Swim England has published detailed guidance for the safe use of swimming pools	Year 4 Teachers Autumn term Year 5 teachers Spring term Year 3 teachers Summer term Year 6 top up swimming		

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Contractors	Contractors, Staff, Students / pupils / wider contacts, Spread of COVID 19	School and any on site contractors (Catering, cleaning, FM provider etc.) to co-operate and share risk assessments. All contractors will read and comply with signs in reception regarding good hygiene. Staff and contractors are to maintain respectful distance between themselves and others (1M+ where practical). All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site. Agree approach to scheduled / ongoing building works. Where works can be conducted outside of the school day they should be. School to seek confirmation of the contractors method statement / risk assessment.	Updated Risk assessments prior to the start of the Autumn term	Admin manager	Prior to works	
Provision of first aid	Staff, Students / pupils / wider contacts Spread of COVID 19	Where reasonable physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so. Wash hands before / after treatment. Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE. All PPE should be worn properly, and removed with care. Wash hands immediately and thoroughly before and after removing PPE. See also 'provision of personal care' and 'Suspected case whilst working on site'. First aiders to be aware of advice on CPR from The Resuscitation Council Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings Resuscitation Council UK	First Aiders on playgrounds play and lunchtimes	First aiders	ongoing	
Provision of personal care	Staff, Students / pupils / wider contacts Spread of COVID 19	Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask (type IIR) and if there is a risk of splashing to the eyes e.g. coughing, spitting, vomiting then eye protection (e.g. face shield / visor) should be worn.) Face visors or shields should not be worn as an alternative to face coverings. Ensure any reusable PPE such as face visors are cleaned after use. Where a child falls ill with Coronavirus symptoms whilst on site (new continuous cough, high temperature cough or a loss of, or change, in your normal sense of taste or smell.) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if close contact is required.	PPE in every room	Admin stock take Restock PPE	At the start of each term Teaching assistants	

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		<p>If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves. All PPE should be worn properly, and removed with care. Wash hands immediately and thoroughly before and after removing PPE.</p>				
Premises safety	<p>Staff, Students / pupils</p> <p>Wider safeguarding / safety risks</p>	<p>Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational</p> <p>Legionella Any new 'seldomly' used water outlets to be flushed weekly. Post any lockdown / in the event of closure of any part of the building i.e. where weekly flushing of outlets has not taken place then chlorination / flushing of whole system should take place.</p> <p>Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)</p>		Headteacher	ongoing	
Lack of awareness of PHE / school controls	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>All staff consulted on plans and risk assessment. Parents/ carers and pupils informed of measures in place to protect them Posters will be displayed in the reception, welfare areas and in suitable places around site.</p> <p>Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</p> <p>Volunteers, peripatetic, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk.</p>				
Staffing levels	<p>Staff, Students / pupils</p> <p>Spread of COVID 19</p>	<p>Dynamic decisions on staffing levels made dependent on numbers / needs of pupils present in school.</p> <p>Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained)</p>	Local operational decisions on partial closure / closure to be made in event of insufficient available staff to supervise pupils. With a move to remote learning in such circumstances for those pupils affected.			

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	Wider safeguarding / safety risks					

